

## 2015 Farmers Market Coordinators' Information

### **FARMERS MARKET COORDINATOR RESPONSIBILITIES:**

#### ***New markets:***

- New markets must have a “field plan review” of the site completed by your Public Health inspector. The farmers market plan review fee is \$402.

#### ***Annual Market Fee***

- Tier 2 Farmers Market (with only foods exempt from permit) - \$302
- Tier 3 Farmers Market (with foods requiring temporary or limited temporary permits) - \$502
- Farmers Markets selling only nonpotentially hazardous produce (with no sampling) are exempt from the food code and fees.

#### ***Common Facilities***

- Common facilities must be available prior to beginning the season.
- If the common facilities are at a nearby food service complete the commissary agreement letter.

#### ***On going responsibilities through the market's season:***

- The market coordinator or appointed representative must be on site whenever the market is open.
- Coordinators must assure that food vendors have the correct temporary food service permit. These permits will either be a Limited Temporary or a Temporary Permit.
- Coordinators must assure that vendors exempt from permit have a signed Exemption Form on site.
- The market coordinator is responsible for monitoring **all** vendors for safe food practices including: temperature control of foods, foods from approved sources, proper set up of a hand washing station and food worker use of handwashing stations.
- Coordinators must assure that vendors know where the common facilities are located.
- Coordinators must assure that vendors preparing food or cutting foods for sampling have food worker permits.
- Coordinators must assure that farmers sampling produce have handwashing available in the booth, wash the produce that will be sampled and have no bare hand contact with the ready-to-eat produce samples.
- The market coordinator's “checklist for vendors” is to be used by coordinators for each vendor each day the market is in operation.
- Coordinators can accept new food selling vendors during any part of the season. The new vendor must provide the approved Temporary Permit prior to beginning operation.
- Review the Farmers Market enforcement process with each food vendor.

For information about Farmers Markets, call the Public Health district office nearest to where the market is located:

Downtown Environmental Health: 206-263-9566

Eastgate Environmental Health: 206-296-4932

The Farmers Market information packet and temporary permit applications can also be found on our website:  
**[www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusine](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusine)**

## Definitions of Types of Foods Served at Farmers Markets

- **Fruits and vegetables:** Nonpotentially hazardous, non ready-to-eat, minimally cut unprocessed fruits and vegetables may be sold without a permit. No cut melons, sprouts or cut leafy greens. Farmers Markets selling only nonpotentially hazardous produce (with no sampling) are exempt from the food code and fees.
- **Sampling:** Sampling may take place provided the vendor has **handwashing in the booth**, protects the samples from contamination, and provides the samples with single service utensils such as toothpicks. Potentially hazardous foods can be sampled as long as they are kept in the correct hot or cold temperature zone, and utensils are used. The server's utensils need to be changed or cleaned at least once every four hours in appropriate dishwashing facilities. Permits will be dependent on the type of food sampled. A coordinator may obtain a permit to provide a demo booth for the whole market, and will then be responsible for meeting all the permit requirements.
- **Foods Exempt from Permit:** Vendors selling or sampling foods exempt from permit but not the food code need a completed "Application for Exemption from Permit" on site. These foods include farmers sampling produce, kettle corn, corn on the cob, roasted nuts, whole roasted peppers, etc. The Application for Exemption Form is attached.
- **Foods Exempt from the food code - Commercially prepared and packaged:** These are *non*-potentially hazardous foods (refrigeration not required) that may be sold without a permit. They do not need to meet any food code requirements, as long as they are sold in their original intact package (examples: canned pop, wrapped cookies, bagged chips, packaged toffee, jam,).
  - Commercially prepared means food prepared in a commercial kitchen under permit from US Department of Agriculture (USDA), Food and Drug Administration (FDA), Washington State Department of Agriculture (WSDA) and/or Public Health – Seattle & King County. Home canned products are never allowed.
  - For information from WSDA Food Safety Program call 360-902-1876 or [www.agr.wa.gov](http://www.agr.wa.gov).
- **WSDA permitted Cottage Food Operations:** nonpotentially hazardous baked goods, jams, jellies, preserved fruit butters and other nonpotentially hazardous foods identified on the WSDA Cottage Food Processor Permit may be sold by the permit holder. The foods need to be prepackaged and labeled. Except a container of bulk baked goods may be sold with a product label sheet containing all the required labeling information. The label should include the statement "Made in a Home Kitchen that has not been subject to standard inspection criteria." A copy of the WSDA Cottage Food Permit must be posted in the booth.
- **Commercially packaged dairy products** may be sold in intact cartons held at 41° F or less. The sale of commercially packaged dairy products requires a permit. This includes milk, cheese, yogurt, etc. Raw milk must be properly labeled and the raw milk warning prominently displayed.
- **Properly labeled eggs** held at 45°F or less, may be sold by the farmer without a health department permit. Contact Washington State Department of Agriculture for permit and labeling requirements.
- **Bulk Foods:** Foods sold in bulk, like coffee beans, dried beans, lentils, granola, whole grains, dried fruit, etc., may be sold bulk if hand-washing is available. There can be no bare hand contact with ready-to-eat bulk foods. If the foods are self-serve, utensils must be available for the public to use.
- **Farmers Market Temporary Food Service Permits:** Applications are available at our district offices or online at [www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness](http://www.kingcounty.gov/healthservices/health/ehs/foodsafety/FoodBusiness). The type of farmers market temporary permit required is based on the type of food served. The limited temporary food list is attached. If the food item is not on the limited list a farmers market temporary permit is required.

## **MARKET COORDINATOR GUIDELINES**

### **MARKET SITE**

#### ***Before a new market can open for the first time:***

- ☐ Pay the Farmers Market Field Plan Review fee.
- ☐ Complete the market field plan review with your inspector. The field plan review will assure the common facilities meet the code for hand-washing, plumbed restrooms with hot and cold water, produce washing sink, proper garbage disposal and potable water.

#### ***Before a market opens each year:***

- ☐ Complete the coordinator's checklist and pay the annual coordinator's fee.
- ☐ Complete a review to assure the common facilities still meet the code.
- ☐ If the common facilities are in a nearby food service complete the commissary agreement letter.
- ☐ Provide vendors with information on how to get a permit, including application deadlines.
- ☐ Review the Market Coordinators' Information sheet to assure that all responsibilities and Public Health expectations are clear and will be followed.

#### ***On each market day:***

- ☐ Market coordinator or designated representative must be on the market site at all times.
- ☐ Market coordinator must complete and keep at the market a "Market Day Checklist" for each food or sampling vendor on each market day. The inspector will review these during the routine inspections.

### **COMMON FACILITIES**

- ☐ Plumbed or temporary restrooms with handwash setup, warm water, soap, and paper towels must be available and used by food workers.
- ☐ Plumbed or temporary restrooms with hand-washing facilities may be made available for customers.
- ☐ Proper and adequate garbage disposal available.
- ☐ Potable water source convenient to vendors (no garden hoses, drainage to the ground).
- ☐ Three compartment sink or commercial dishwasher, or other approved dishwashing facility if needed.
- ☐ Produce washing sink if farmers are providing fruit or vegetable samples.
- ☐ If farmers bring their produce samples prewashed they need to provide the coordinator with a written plan that includes where and how the produce is washed. The plan must be available at the market.
- ☐ A mop sink or similar method to dispose of waste water.

### **COORDINATORS ASSURE THAT INDIVIDUAL VENDORS MEET REQUIREMENTS**

- ☐ All vendors have necessary permits.
- ☐ All vendors are aware of the farmers market enforcement process.
- ☐ Proper hand-washing is available *and used* in all booths that offer unwrapped food or samples.
- ☐ All ready-to-eat foods are being handled with a physical barrier (no bare-hand contact with ready-to-eat foods).
- ☐ Foods are under proper temperature control.
- ☐ Produce for samples is washed.
- ☐ All foods are from approved sources (kitchens under permit by FDA, USDA, WSDA, and/or Public Health – Seattle & King County).
- ☐ Any vendor or staff person handling unwrapped food has a Food Worker Permit.

## **FOODS EXEMPT FROM THE FOOD CODE AND NOT CONSIDERED A FOOD SERVICE ESTABLISHMENT - WAC 246-215 (48) (c)**

- **A Health Department Permit is not required**
- An establishment that offers only food that is not potentially hazardous food prepackaged in a licensed food establishment or food processing plant.
- An establishment that offers only minimally cut unprocessed fruits, vegetables and fresh herbs that are not potentially hazardous food or ready-to-eat food.
- An establishment that offers only ready-to-eat food that is not potentially hazardous food produced in a licensed food establishment or food processing plant (such as premixed soda pop, powdered creamer, pretzels, cookies, doughnuts, cake, or meat jerky) that are served without direct hand contact, with limited portioning, directly onto or into sanitary single-use articles or single-service articles from the original package.
- An establishment that offers only nonpotentially hazardous hot beverages (such as coffee, hot tea, or hot apple cider) served directly into sanitary single-service articles. The addition of milk, cream, almond milk, etc. requires a permit.
- An establishment that offers only dry, nonpotentially hazardous, non ready-to-eat foods (such as dry beans, dry grains, in-shell nuts, coffee beans, tea leaves, or herbs for tea)
- An establishment that offers only prepackaged frozen confections produced in a licensed food establishment or food processing plant

# Application *for exemption from permit*

This application is based on WAC 246-215 (Washington State Retail Food Code)

Office use only:

☐ Approved

☐ Denied

Expires \_\_\_\_\_

**Only these food items may be exempted from permit:**

- **Popcorn and kettle corn**
- **Cotton candy**
- **Dried herbs and spices** (processed in an approved facility)
- **Machine-crushed ice drinks** (premix is frozen and dispensed completely within a self enclosed machine like, icees, slushies or slurpies)
- **Corn on the cob** (prepared for immediate service with butter, shake on spices or commercial mayonnaise in squeeze bottle)
- **Whole roasted peppers** (roasted for immediate service)
- **Roasted nuts, roasted peanuts, roasted candy-coated nuts**
- **Fruits and vegetables for sampling** (individual samples of nonpotentially hazardous produce)
- **Wine and distillery tasting room** (requires a variance)

Applicant Name

Phone

Business Name

Email

Mailing Address

City, State, Zip

## Food Items, check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Popcorn, kettle corn       | <input type="checkbox"/> Whole roasted peppers             |
| <input type="checkbox"/> Cotton candy               | <input type="checkbox"/> Roasted nuts                      |
| <input type="checkbox"/> Herbs and spices           | <input type="checkbox"/> Fruit and vegetable samples       |
| <input type="checkbox"/> Machine crushed ice drinks | <input type="checkbox"/> Wine and distillery tasting rooms |
| <input type="checkbox"/> Corn on the cob            |  |

## Food Safety Requirements:

All food safety rules must be followed or the exemption will no longer be valid.

Read the statements below and check the box to indicate that you will comply with the rules. **All items must be checked and complete for approval.**

- ☐ 1. At least one person will have a Washington State Food Worker Card.
- ☐ 2. Food workers will not work if they are sick.
- ☐ 3. A handwash station is in the work space. Either a plumbed sink or temporary set up. The temporary hand wash set up must have an insulated 5 gallon container with a spigot that can lock in an open position that is filled with warm water and a bucket to collect waste water. Pump hand soap and paper towels must be provided. Hands must be washed as needed.
- ☐ 4. Water, ice and food are from approved sources. Homemade food or home storage of food, utensils or equipment is not allowed.
- ☐ 5. No bare hand contact with ready-to-eat foods. Use barriers like utensils, bakery papers or gloves (which must be changed when contaminated, ripped, or after changing tasks).
- ☐ 6. Employees have restrooms with hot water for handwash. All employees must wash their hands after using the restroom and again when they return to the work space.
- ☐ 7. Food, ice and single-service products will be stored off the ground and away from sources of contamination. Use food-grade containers for food storage and transport.
- ☐ 8. Provide extra clean, replacement utensils.
- ☐ 9. All utensils will be washed in hot, soapy water, rinsed in clean water, sanitized, and *air dried* before use.
- ☐ 10. Dishwashing, equipment cleaning, storage and any limited preparation will occur at an approved facility/commissary. Commissary name \_\_\_\_\_

**A copy of this approved exemption application must be at the site of operation.**

Signature of Applicant      Date

Signature of Applicant      Date

## EASTGATE

14350 SE Eastgate Way  
Bellevue, WA 98007 206-477-8050

## SEATTLE

401 5<sup>th</sup> Avenue, Suite 1100  
Seattle, WA 206-263-9566

Alternate formats available upon request

**Public Health**   
Seattle & King County

2014

Revised 12.05.13

## **2015 LIMITED TEMPORARY FOOD SERVICE ESTABLISHMENTS**

- **Bacon strips**, USDA fully cooked
- **Canned whip cream**, Redi Whip, Cool Whip
- **Caramel apples**, dipped at event
- **Cheesecake**, commercially made, with non-potentially hazardous toppings
- **Chocolate dipped fruit**, fruit washed prior to dipping, no melon
- **Chocolate dipped ice cream bars/fruit bars**, dipped in booth, commercially prepared single service bars
- **Cookies, pretzels, muffins, brownies** baked on-site from commercial mix or frozen dough
- **Corn dogs**, commercially prepared or hand dipped from commercial prepared mix
- **Cold packaged foods**, held at 41° F or below, labeled and processed in a facility under appropriate permit, including but not limited to; pasta, hummus, sauces, cheese, or single service milk and yogurt. Packaged, raw meat, poultry, fish or raw milk is not included.
- **Cream puffs, cannoli, cupcakes** baked in a commercial facility and frosted, filled on site with custard, ricotta, cream filling, whipped cream or frosting made and packaged in the commercial facility
- **Donuts, elephant ears, funnel cakes, churros, fry bread** from commercial mixes/dough, non-potentially hazardous fillings, toppings, condiments
- **Espresso coffee (no blenders)**
- **French fries, curly fries, sweet potato fries, onion rings and other breaded vegetables**; packaged, frozen, cooked on site
- **Fresh cut fruit or vegetables**, washed in a commercial kitchen before cutting, no melon, tomatoes or cut leafy greens
- **Frozen fish**, packaged, commercially caught, processed in FDA or WSDA facility
- **Frozen meat** packaged, slaughtered in a USDA facility
- **Frozen poultry**, frozen, packaged in a USDA or WSDA facility
- **Fruit pies, fruit turnovers, fruit dumplings**, baked on site, premade in a commercial facility with non-potentially hazardous fillings, or toppings
- **Green salad**, commercially packaged dressings and salad mix
- **Hot dogs, link style sausages and tofu dogs**, USDA, fully cooked, with grilled onions, kraut, cream cheese in single service packages, squeeze or pump bottle
- **Ice cream, gelato, dippin'dots**, scooped at the event or in the commissary (not soft serve)
- **Iced drinks**, Italian sodas with milk, Thai iced tea with condensed/evaporated milk, Bubble tea, Horchata or whole coconuts
- **Lemonade and juices**, fresh squeezed/prepared citrus beverages but not fresh pressed apple cider
- **Nachos**, made with commercially canned cheese sauce
- **Pancakes, waffles**, made from commercial mix, non-potentially hazardous toppings, condiments
- **Peanut butter and jelly sandwiches**, including those dipped in commercial batter then deep fried
- **Pepperoni and cheese pizzas**, commercially made, cooked, pre-sliced
- **Root beer (soda) floats**
- **Small portions for sampling, (demos)** excludes raw milk, raw oysters, melons, sprouts and demos that use raw meat, poultry or fish
- **Sno cones, shaved ice**
- **Strawberry (or other berry) shortcake**, commercial prepared ingredients
- **Twinkies, commercially prepared nonhazardous snack cakes and candy bars**, deep fried

Commercially prepared means **food prepared under permit** in a commercial kitchen site or food processing plant approved by the United States Department of Agriculture (USDA), Food and Drug Administration (FDA), Washington State Department of Agriculture (WSDA) and/ or Public Health Seattle and King County

## Daily Checklist

Date Checked: \_\_\_\_\_

VENDOR	HANDWASH SET UP COMPLETE	HANDS WASHED IN BOOTH	FOOD PROTECTED SNEEZE GUARDS	PRODUCE FOR SAMPLES WASHED	NO BAREHAND CONTACT	FOOD TEMPS *HOT: 135° and above Recheck if not hot enough		FOOD TEMPS *COLD 41° and below Recheck if not cold enough		CORRECTIVE ACTION

**Notes:** *Permits:* A copy of the required permit must be available for every food vendor. This includes WSDA food processor permits, temporary or limited temporary permits or exempt from permit forms. Meat or fish from USDA or WSDA permitted facility.

*Food Worker Permit(s):* Each vendor needs a copy in the booth.

**To complete the checklist:** *Vendor:* List ALL food vendors by name

*Handwashing Set-up:* At least five gallons of warm water from an insulated container with a free flowing spigot; soap and paper towels and waste container available. If not set up properly, food handling must stop. Handwash must be set up prior to handling any food.

Hands must be washed as needed. It should be obvious that hands were washed (water in waste bucket, paper towels in waste, etc.)

*Food Protected:* All food protected from contamination. Sneeze guards as needed.

*Barehand Contact:* No barehand contact of ready-to-eat foods. Utensils, gloves, bakery papers etc.

*Food Temperatures:* Hot or cold or both, record food item plus temperature. Recheck any food temperatures that were not correct at the first round and record temperature. Reheat food to 165° F before hot holding.

*Corrective Actions:* Record what action taken (i.e. reheated, handwash set up, soap obtained, food put in refrigerator, food discarded for any “no” observed)

**FORM MUST BE KEPT ON FILE AT THE MARKET AND GIVEN TO HEALTH INSPECTOR DURING VISITS**

SIGNATURE OF COORDINATOR \_\_\_\_\_

## Farmers Market Temporary Food Service Enforcement Procedure

Food vendors who are working at farmers markets and found to have one or more “imminent health hazards” will be closed. To reopen, they must describe, in writing, how they will solve the problem(s) and pay for and receive a Farmers Market Temporary Permit.

Imminent health hazards, if not corrected immediately, could cause a foodborne illness. Some examples of imminent health hazards at farmers markets are:

- (a) Any handwash violation where the food handler is unable to wash their hands. Examples: the temporary handwash is not set up before food is prepared; there is no soap, and/or no paper towels, and/or no water.
- (b) Broken equipment or not enough equipment for potentially hazardous foods to be at correct temperatures. Examples: food is transported to the market without ice; food is left out at room temperature.
- (c) An inspection score of thirty five (35) or more red points.

Permit Category:	FIRST TIME the inspector finds an Imminent Health Hazard	SECOND TIME the inspector finds an Imminent Health Hazard (Farmers Markets – Round Two)
<b>Conditionally Exempt from Permit</b> Sliced fruits and vegetables for sampling, Popcorn, Kettle corn, Cotton candy, Corn on the cob, Whole roasted peppers, Roasted nuts Machine-crushed ice drinks Commercially made caramel apples	Your Conditional Exemption is no longer valid (for that location only). If the violation(s) can be corrected while the inspector is on the market grounds and gives written approval, the booth may operate for the rest of that market day. HOWEVER, to operate your booth again on the next market day: (a) Submit a Farmers Market Temporary application with the fee at least three days before you plan to return to the market and (b) Bring in a letter explaining changes you have made so the violation(s) will not happen again. Before you can open your business at that market again you must have the explanation letter reviewed, the application approved and the permit issued. You do not need a permit to open and sell only items EXEMPT from the food code like nonready-to-eat, unprocessed fruits and vegetables.	Your booth is closed and the permit suspended (for that location). You may not reopen for the rest of the market day. HOWEVER, before you can operate at the market again you must: (a) Submit a new Farmers Market Temporary application with the fee at least three days before you plan to return to the market and (b) Bring in a letter explaining what changes you have made so the violation(s) will not happen again. (c) The inspector will let you know whether a meeting in the office will be required. Your business may not operate at the market until after the meeting in the office (if required) has taken place, the letter has been reviewed, the application approved and the permit issued.
<b>Limited Farmers Market Temporary Permit</b>  <b>&amp;</b>  <b>Farmers Market Temporary Permit</b>	Your booth is closed and permit suspended (for that location only). If the violation(s) can be corrected while the inspector is on the market grounds and gives written approval, the booth may operate for the rest of that market day. HOWEVER, to operate your booth again at the next market day: (a) Submit a Farmers Market Temporary application with the fee at least three days before you plan to return to the market and (b) Bring in a letter explaining changes you have made so the violation(s) will not happen again. Before you can open your business at that market again you must have the explanation letter reviewed, the application approved and the permit issued.	Your booth is closed and the permit suspended (for that location). You may not reopen for the rest of the market day. HOWEVER, before you can operate at the market again you must: (a) Submit a new Farmers Market Temporary application with the fee at least three days before you plan to return to the market and (b) Bring in a letter explaining what changes you have made so the violation(s) will not happen again. (c) The inspector will let you know whether a meeting in the office will be required. Your business may not operate at the market until after the meeting in the office (if required) has taken place, the letter has been reviewed, the application is approved and the permit issued.